



# Navy - Marine Corps Mishap Reporting Requirements





# Overview



- What constitutes a Navy-Marine Corps Mishaps
- Mishap reporting requirements
- Safety Related Reports
- Web Enable Safety System (WESS) demonstration



# Key Definitions



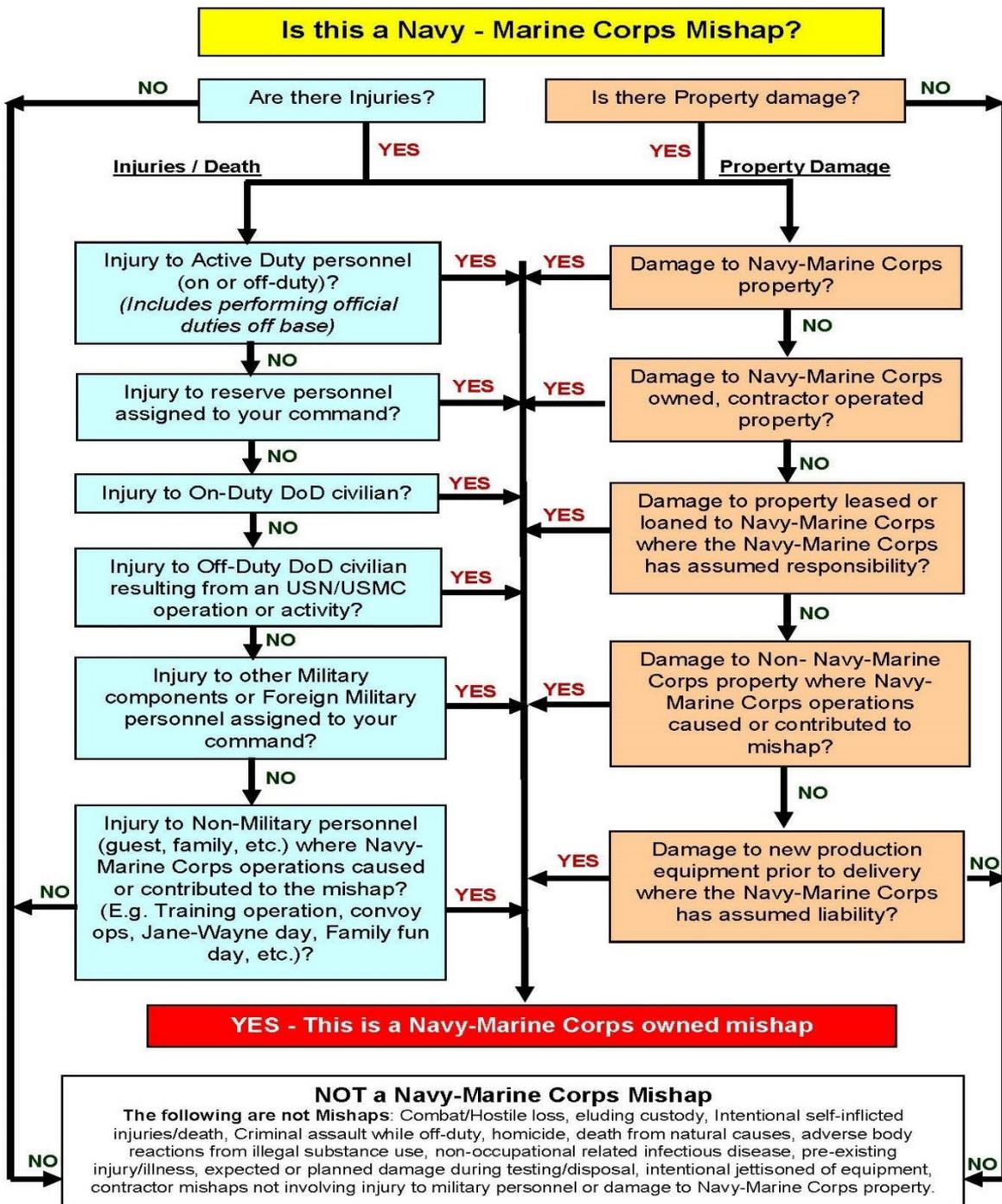
- **Turn to Glossary 1** of OPNAVINST 5102.1D/ MCO P5102.1B
  - Contractor caused
  - Contractor mishaps
  - DoD Personnel
  - Duty Status
  - Explosive Event
  - Explosive Mishaps
  - First-Aid case
  - First Aid Treatment
  - Hospitalization
  - Injury
  - Personnel

**Student Workbook (PG 8)**



# Is it a "Navy / Marine Corps Mishap"?

MCO P5102.1B  
Chapter 2 and 3,  
Glossary 1





# Reportable Mishaps



- **See Chapter 3**
  - *Page 3-4 (paragraph 3004)*
- **See Glossary 1**
  - *Page G1-25 through G1-28 (paragraph 91)*

*All events listed in Chapter 3 and Glossary 1 are required to be investigated and reported into the Web Enabled safety System (WESS).*

***NOTE: MUST identify causes, cause codes, and recommendations to correct identified hazards that contributed or caused the mishap.***



# Reportable Mishaps



- Any property damage caused by a government evolution, operation or vehicle to other government or non-government property.
- Any on-duty DoD civilian mishaps.
- Any military mishaps (on or off-duty).
- Any other occupational illness or injury that involves medical treatment beyond first aid, if it results in;
  - *Days light duty or limited duty for military personnel (On or Off-duty)*
  - *Days job transfer or restricted work for on-duty civilians.*



# Reportable Mishaps



- All on-duty military fatalities or permanent total disabilities that are the result of a medical event that commenced within one hour of a command-sponsored Physical Training (PT). Includes but not limited to:
  - Physical Readiness Test (PRT), Physical Fitness Test (PFT), Physical Fitness Assessment (PFA), Conditioning Hike, O-Course, etc.
- Class A and B mishaps occurring as the result of a DoD activity, operation, or evolution that results in the serious injury or death of a guest or military dependent.



# Reportable Mishaps



- All on-duty military training-related fatalities, and any high or moderate risk training mishaps that result in the loss of one training day, rolling back or disenrollment of the student from a course.
- All explosive mishap reports of Navy and Marine Corps munitions and weapon systems,
- All ordnance incidents resulting in injury,
- All ordnance impacting off-range.
- All on-duty diving cases involving the Central Nervous System (CNS), oxygen toxicity, Pulmonary Over Inflation Syndrome (POIS), or hyperbaric treatment.



# Reportable Mishaps



- All afloat cases of grounding, collision and flooding. In the case of collisions involving only U.S. Navy or Military Sealift Command ships or craft, the senior command will submit a consolidated report of the event.
  - *In all other collisions (including a vessel running into a stationary object), the report will include an estimate of the damage to the other ship, craft, or object.*
- All fires occurring afloat (*all cases except small trash fires in which no personnel were injured and the material property damage was limited to trash.*)



# Reportable Mishaps



- All Government Motor Vehicle (GMV) or Government Vehicle Other (GVO) mishaps resulting in \$5000 or more government vehicle or government property damage,
  - *and/or injury or fatality of DoD-personnel;*
  - *or a mishap caused by a GMV/GMO resulting in \$5000 or more total damage including any private vehicle or private property damage,*
  - *and/or injuries/fatalities to non-DoD personnel.*
- Any mishap involving Helicopter Rope Suspension Technique (HRST), air cargo drop, and/or parachuting, regardless of damage costs or extent of injuries.



# Reportable Mishaps



- All reportable injury and occupational illness mishaps involving a contractor,
  - *where DoN provided direct supervision of the contractor,*
  - *the mishap was caused wholly or in part by DoD operations,*
  - *and DoN has the means to affect change to prevent reoccurrence of the mishap. See Glossary G-1, “Contractor Mishaps.”*
- Any medically diagnosed occupational illness and injury, such as cumulative trauma disorder or musculoskeletal disease, whether or not involving further medical treatment or any time away from work.
  - *Consider ergonomics of vehicle maintenance personnel, housekeeping personnel, warehouse personnel, etc.*



# Reportable Mishaps



- **Work-related** Significant Threshold Shift (STS) in hearing averaging 10 dB or more at 2000, 3000, and 4000 Hz in one or both ears, and the person's total hearing level is 25 decibels or more above audiometric zero in the same ears (averaged at 2000, 3000, 4000 Hz) when an audiologist, otologist, or occupational medicine physician confirms the shift is toward deteriorated hearing, is permanent, and is considered to be of occupational origin.
  - *That loss shall only be reported once unless an additional reportable loss of hearing is incurred.*
  - *When a reportable hearing loss occurs from an instantaneous event (e.g., acoustic trauma from a one-time blast or over-pressure) the hearing loss shall be reported as an injury.*

*Age corrections shall not be used for calculating reportable hearing loss.*



# Reportable Mishaps



- Any work-related needle stick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material.
- Occupationally-related tuberculosis infection, as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional, after exposure to a known case of active tuberculosis.
- Any on-duty military heat stress or cold injury requiring medical treatment.
  - (e.g. Heat stroke & Heat exhaustion)



# Reportable Mishaps



- Any case requiring a military member or civilian employee to be medically removed under the requirements of an OSH health standard.
  - *(e.g lead exposure, chemical exposure)*
- Overdose with alcohol
  - *See Chapter 3, paragraph 3005.7 (page 3-7)*
- Motor vehicle mishaps where alcohol was or may have been a contributing factor.
  - *See Chapter 3, paragraph 3005.19 (page 3-8)*
- **Combat Zone Mishaps** - *Any reportable mishap that is NOT the result of DIRECT enemy action.*



# Reportable Mishaps



- **Any on-duty military heat-stress or cold injury requiring medical treatment**
  - *Page G1-28*
- **Alcohol related mishaps**
  - *Page 3-7, paragraph 7*
  - *Page 3-8, paragraph 19*
- **Combat Zone Mishaps**
  - *Any reportable mishap that is NOT the result of DIRECT enemy action.*
  - *All “Friendly Fire” events are reportable mishaps.*



# Other Reportable - Hazard Reports



- **HAZREPS** (see Chapter 4) Required for:
  - *Near mishap / “near miss”.*
  - *Previous unrecognized hazard.*
  - *Unusual occupational exposure resulting from IH survey.*
  - *Electrical shock without injury or medical treatment.*
  - *Afloat man overboard mishaps, while underway, without injury.*
  - *Unusual hazards noted during inspections and/or maintenance, etc.*
  - *Hazards discovered during a Safety Investigation Board.*

HAZREP Format found in Chapter 5, Page 5-8, Fig 5-2,



# Reportable Mishaps



**Notify MARCORSCOM for all;**

- On-Duty ground mishaps involving tactical equipment, weapon systems, or tactical vehicles.

- Injury, Fatality

- DoD Property Damage

*\*\* CMC SD Message 16 April 2014*



# Navy / Marine Corps Mishap Classifications

**Class - A**

**Class - B**

**Class - C**

**Class - D**



# Mishap Classifications



## CLASS - A

- \$2 million or greater in **property damage**  
or
- **Fatality** (immediate or months following mishap)  
or
- Injury or Occupational related illness causing **Permanent Total Disability (PTD)** *[see G1-3 for definition of PTD]*
  - *Includes Both hands, Both feet, Both eyes, or a combination of any two of these body parts.*



# Mishap Classifications



## CLASS - B

- \$500,000 to \$1,999,999 in **property damage**  
or
- Hospitalization of **3 or more personnel\*\*** in same mishap  
(On or Off duty status)  
or
- Injury or Occupational related illness causing **Permanent Partial Disability (PPD)** [*see G1-4 for definition of PPD*]



# Mishap Classifications



## CLASS - C

- \$50,000 to \$499,999 in **property damage**  
or
- **Individual Injury** causing a minimum of (1) lost workday, beyond day of the mishap. (*including weekends*)  
or
- **Occupational related** illness or injury causing a minimum of (1) lost workday, beyond day of the mishap. (*including weekends*)

*Lost workdays include;*

- *SIQ for 24 hours or more,*
- *Hospitalization beyond the day of mishap,*
- *Mishap related convalescent leave,*
- *NPQ associated with drill (MARRES),*
- *Leave associated with a mishap (for Fed Civ)*



# Mishap Classifications



## CLASS - D

Change IAW DoDI 6055.07  
(06 Jun 2011)

- \$20,000 to \$49,999 in **property damage.**  
or
- ***A recordable injury or illness not otherwise classified as a Class A, B, or C mishap.***
  - Nonfatal injury or illness resulting in restricted work (*e.g. Light Duty or Limited Duty*) or transfer to another job.
  - Medical treatment greater than first aid.
  - Needle stick injuries and cuts from sharps that are contaminated from another person's blood or other potentially infectious material.
  - Medical removal under medical surveillance requirements of an OSHA standard.
  - Occupational hearing loss.
  - A work-related tuberculosis case.



# Summary of Reportable Mishaps



- **All Class A, B, C, and work related class D**

## **ALL must be Investigated & Reported**

- DoD Civilians: **On-Duty** occupational related injury or illness
- Contractors: **On-Duty**, Under DIRECT supervision of DoN
- Military:
  - **On-Duty** occupational related fatality, Injury, or Illness
  - **Off-Duty** fatality or Injury
- DoD property damage or civilian damage caused by military operations
- DoD property damage or DoD injuries caused by contractor operations



# OSHA UPDATE



***Effective 01 Jan 2015:***

In addition to OSHA reporting requirement for “on-duty” civilian fatality - **Notify OSHA w/in 24 hrs for all;**

- *Hospitalization of ONE or more on-duty civilian(s).*
- *Amputation injury – (on-duty civilian)*
- *Loss of eye – (on-duty civilian)*

*\*\* OSHA 11 Sept. 2014*

**<https://www.osha.gov/recordkeeping2014/>**



# Summary of Reportable Mishaps



## Ground mishaps requiring investigation & reporting in WESS by the *Unit Safety Officer*

- All *Off-Duty Military* mishaps that occur *off base* (*Class A, B, C, D, and other reportable*)
- All *On-Duty Military*, mishaps that *do not require* a SIB
- All *On-Duty Federal Civilian*, mishaps that *do not require* a SIB
- All *On-Duty Contractor* (*Under direct DON supervision*), mishaps that do not require a SIB



# Non-Reportable Incidents



- Mishaps associated with naval nuclear propulsion plants.
- Mishaps involving nuclear weapons.
- Damage or injury by direct action of an enemy or hostile force. This does not include suspected cases of friendly fire.
- Intentional, controlled jettison or release, during flight, of canopies, cargo, doors, drag chutes, hatches, life rafts, auxiliary fuel tanks, missiles, target drones, rockets, conventional munitions, and externally carried equipment not essential to flight, when there is no injury, no reportable damage to the aircraft or other property, and, in the case of missiles, drones, or munitions, when the reason for jettison is not a malfunction of the launch or release system.



# Non-Reportable Incidents



- Navy activities holding Marine Corps Class V (W), and Marine Corps activities will submit reports of all missing, lost, stolen or recovered arms, ammunition and explosives (AA&E) per reference 3u.
- Replacement of component parts due to normal wear and tear, and when any associated damage is confined to the component part. This exemption only applies to items that are normally used until they fail or until predetermined wear limits are reached. Replacement need may not be evident until malfunction or failure of the part.



# Non-Reportable Incidents



- Injuries associated with non-occupational diseases, when the disease, not the injury, is the proximate cause of the lost time, such as diabetes and its resultant complications, such as loss of vision. Complications of the injury (such as the infection of a cut aggravated by a work-related activity) that result in lost time are reportable.
- Attempted or consummated suicide, homicide, or intentionally self-inflicted injuries; e.g., Russian roulette, hanging, overdose (except alcohol), etc.
  - However, immediate notification of these types of death to COMNAVSAFECEN is required.
  - Submission of a mishap report is not required.



# Non-Reportable Incidents



- Injuries resulting from altercations, attack, or assault,
  - unless incurred in the performance of official duties.
- Injuries sustained before entry into military service or employment by the United States government, unless specifically aggravated by current tenure of service.
- Hospitalization for treatment where the patient is retained beyond the day of admission solely for administrative reasons.
- Hospitalization for observation or administrative reasons not related to the immediate injury or occupational illness.



# Non-Reportable Incidents



- Injuries that result from the following:
  - *Pre-existing musculoskeletal disorders unless aggravated or accelerated by federal employment, as determined by a medical authority.*
  - *Minimum stress and strain (simple, natural, and nonviolent body positions or actions, as in dressing, sleeping, coughing, or sneezing), those injuries unrelated to mishap producing agents or environments normally associated with active participation in daily work or recreation.*
- Injuries or fatalities to persons in the act of escaping from or eluding military or civilian custody or arrest.



# Non-Reportable Incidents



- Death due to natural causes that are unrelated to the work environment.
  - *NOTE: May not be identified until after the mishap investigation is complete.*
- Intentional or expected damage to DoD equipment or property incurred during authorized testing or combat training, including missile and ordnance firing. Review reference 3g for weapons firing reports and other requirements.
- Foreign object damage to aircraft, air-breathing missiles, or drone/Unmanned Aerial Vehicle (UAV) engines discovered during scheduled engine disassembly.



# Non-Reportable Incidents



- Property damage, death, or injury as a result of vandalism, riots, civil disorders, sabotage, terrorist activities, or criminal acts, such as arson.
  - The exception is for occupationally related death or injury to emergency responders in the performance of their duties.
- Adverse bodily reactions resulting directly from the use of drugs under the direction of competent medical authority.
- Death or injury resulting solely from illegal use of drugs or other substances.
  - *NOTE: This shall not preclude reporting motor vehicle mishaps in which the use of alcohol was contributing factor.*



# Non-Reportable Incidents



- Normal residual damage as a result of a missile launch.
- Contractor mishaps, for contractor's not under direct DON supervision or caused solely by contractor operations, as defined in Glossary G-1 "Contractor Mishap."
  - Any contractor mishap involving his or her employee is not reportable if that employee is not under direct DoN supervision and DoN has no direct means to correct, control, eliminate or prevent recurrence of similar incidents.
  - The command is required to submit an OPREP-3 or UNIT SITREP report and the contractor is responsible for OSHA notification.
- First aid treatment for a work-related injury, as defined in Glossary G-1 "First Aid".



# Non-Reportable Incidents



29 CFR 1904: *Are there situations where an injury or illness occurs in the work environment and is not considered work-related?*

1904.5(b)(2)	You are not required to record injuries and illnesses if . . .
(i)	At the time of the injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee.
(ii)	The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment.
(iii)	The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, racquetball, or baseball.
(iv)	The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in). For example, if the employee is injured by choking on a sandwich while in the employer's establishment, the case would not be considered work-related. <b>Note:</b> If the employee is made ill by ingesting food contaminated by workplace contaminants (such as lead), or gets food poisoning from food supplied by the employer, the case would be considered work-related.
(v)	The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.
(vi)	The injury or illness is solely the result of personal grooming, self medication for a non-work-related condition, or is intentionally self-inflicted.
(vii)	The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work.
(viii)	The illness is the common cold or flu (Note: contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work).
(ix)	The illness is a mental illness. Mental illness will not be considered work-related unless the employee voluntarily provides the employer with an opinion from a physician or other licensed health care professional with appropriate training and experience (psychiatrist, psychologist, psychiatric nurse practitioner, etc.) stating that the employee has a mental illness that is work-related.



# How do we report mishaps?



- **Electronic Reporting:** *“reportable mishaps are to be submitted via WESS, WESS-DS, or naval message, per chapter 3” (para 5003.2.b)*
  - **WESS**: *“All Navy and Marine Corps recordable / reportable mishaps shall be reported using WESS” (para 3007.1)*
    - *Includes all HAZREPS. (para 4004.6)*
    - *May use formal Naval message system (para 3007.1.h)*
    - NOTE: *WESS-DS is not compatible with MS Office 2007 or newer.*
- **Automated Message Handling System (AMHS)**: *“Reports & endorsements prepared as the result of a SIB will be made using WESS or by Naval message using formats in Chapter 5” (para 3007.3)*
  - *“COMNAVSAFECEN personnel will enter data from the SIREP message into the WESS database after quality assurance checks.” (para 3007.1.h)*



# Types of Safety Related Reports



Report	Purpose	Due	Method	Action Office
Combat Zone	To capture CZ mishaps and identify non-combat threats to combat power per Chapter 5 of MCO P5102.1B	w/in 30 days of mishap	AMHS or WESS*	Safety
OSHA 300 & 300A	Summary of all Civilian occupational related mishaps (Class A, B, C, D) - <i>Military reports are optional.</i>	Annually. Posted NLT 01 Feb.	WESS	Safety
WPSR	To assist the Commander in monitoring the strength of the chain of command's safety program and safety culture at a glance.	Quarterly (FY)	On-Line	Unit Commander & All Sections



# Types of Safety Related Reports



Report	Purpose	Due	Method	Action Office
8 Day Report	Informs CoC of critical incidents/mishaps; <b>- All Class-A &amp; B mishaps</b> <b>- Suicides or criminal fatalities</b>	- To 1 <sup>st</sup> G.O. w/in 7 days. - To ACMC w/in 8 days	PPT via Email (CDR to CDR)	Unit Commander & All Sections
Death Brief	Provides commanders with detailed facts and lessons learned surrounding a non-combat fatality	To first CG at his/her discretion. Usually after all facts are known.	PPT via email and/or in person.	Unit Commander & All Sections
Flash Report	To Notify CoC of mishaps, capture data for required safety reports and required 8 day reports.	Command Dependent <b>(not a USMC requirement)</b>	Per local policy	Duty Officer or Safety



# Types of Safety Related Reports



Report	Purpose	Due	Method	Action Office
Immediate Notification	<ul style="list-style-type: none"><li>- Hospitalization of 3 or more</li><li>- <b>Class-A</b> On-Duty DoD civilian</li><li>- <b>Class-A</b> On/Off-Duty military</li><li>- <b>Class-A</b> Explosives mishaps</li><li>- All other On-Duty civilian fatalities</li><li>- All other non-combat military fatalities</li></ul>	To CMC(SD) and NAVSAFECEN w/in <b>8 hours of mishap</b>	Phone, AMHS Message and/or WESS	Safety
HAZREP	Any hazard that has USN or USMC wide implications ( <i>Near Miss or High RAC</i> )	Immediately	WESS and AMHS	Safety
SIREP	Any required reportable MISHAP and/or HAZARD per Chapter 5 of MCO P5102.1B,	w/in 30 days of mishap <b>or</b> convening of a SIB	WESS and/or AMHS for(SIB)	Safety



# Summary



- What constitutes a Navy-Marine Corps mishap
- Reportable mishap versus non-reportable incidents
- Mishap Classifications
- Hazard Reports
- Types of Safety Related Reports
- Mandated Reporting Methods